



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

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Welcome to the WSCJTC's Police Training Officer (PTO) Course #5601. These are the instructions and course overview to complete the pre-course assignments.

You are expected to work independently to complete the COP Program answers and other assigned work which is due on the first day of class. Failure to complete these pre-course assignments will result in your dismissal from class without credit. Pre-course work credited at 4 hours; classroom portion credited at 40 hours for a total of 44 hours.

Pre-course Requirements

1. View the PTO Course Overview (PDF included in this letter).
2. Request an exam by emailing Tom Hill | thill@cjtc.state.wa.us or calling 206-835-7344. Email the completed exam with your answers to Tom Hill | thill@cjtc.state.wa.us by **<DATE>**. You must score a minimum of 80% on this exam.
3. Study the COPS PTO materials found here: <http://www.cops.usdoj.gov/default.asp?item=461>. Compare your department's training program with the COPS PTO model in the above link. Answer the following questions using your training program materials and the assigned reading.
 - a. In the PTO program, the trainer (PTO) role is separate from the evaluator (PTE) role. There is a distinct difference between training and evaluation; what are the benefits and negative aspects of separating training & informal feedback from formal evaluation? Does your current training program separate training/feedback from evaluation; if so, how?
 - b. Describe a competent police officer (what would you want in your back up?). In other words, describe the skills you would expect the student to have before working independently.
 - c. How is the student's achievement and progress documented or verified in your current program? List the documents and forms used and provide a timeline of meetings and evaluation periods for your program.
 - d. If your agency currently uses the PTO method, who is a part of Board of Evaluators?
4. Research Assignment: The following components are important to the training and evaluation of students in the PTO program:
 - a. Learning Matrix/Cells
 - b. Coaching and Training Report
 - c. Mid-Term / Final Evaluations
 - d. Prescriptive Training / Performance Assessment Meetings
 - e. Neighborhood Portfolio Exercise

The document titled "Research Assignments by name" lists the topic of your assignment. Complete the assignment so you are able to instruct four to five other students about your topic. You may use any resources available (websites, your agency's manual and/or previous

class manuals). Prepare any materials that you need to teach your topic to the other students. You will get a brief amount of time during class to collaborate with other students assigned the same subject to prepare for your presentation.

Questions? Contact Tom Hill | thill@cjtc.state.wa.us | 206-835-7344